

Vacant

DUTY STATEMENT

Classification: Office Manager I	Position No. 420-4523-xxx
CBID: E59	Office: Building Standards Implementation
Date Prepared: January 7, 2009	Division: Efficiency and Renewable Energy
KEY: (E) IS ESSENTIAL, (M) IS MARGINAL	

The Office Manager I is under the general direction of the Deputy Director of the Efficiency and Renewable Energy Division and will manage the activities of a major technical program to develop and implement compliance, enforcement, outreach, and education programs for building standards in California plus provide education, training, technical assistance and informational services to the building industry and supports a Hotline to respond to calls from local governments, building industry members and the general public regarding standards. The mission of the office is to develop and conduct effective implementation programs for building energy efficiency standards.

WORKING CONDITIONS: Work is performed indoors in office and meeting room settings involving sitting, standing and walking. The incumbent must work well with people inside and outside the Energy Commission, including members of the general public; perform well under pressure of deadlines; exercise good listening and communication skills; prepare quality reports and regulations for expert and layperson readers. The incumbent must be able to evaluate daily workload and prioritize work including the work of team members and contractors. Travel is required to attend workshops, hearings and meetings and such meeting may consume 5% to 40% of the incumbent's time. Additional hours beyond the eight-hour workday or forty-hour work week may be required. While performing the duties described below, the incumbent will be required to work alone and/or in a team environment, using a personal computer and appropriate Energy Commission software such as word processing, electronic mail and internet; participate in and lead meetings with other staff and with other agencies.

DUTIES AND RESPONSIBILITIES:

- 25% Plans, organizes and directs the work of a professional staff engaged in developing compliance, enforcement, and outreach programs for building standards in California plus education, training, technical assistance and informational services to the building industry.
(E)

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- 20% Develops planning and analytic methodologies to assess and evaluate compliance, enforcement, and marketing, outreach and educational programs. (E)
- 20% Interprets and assesses collected data and analyses, and advises and makes recommendations to the Deputy Director, the Executive Director and the Commissioners regarding programs, policy issues, and legislative proposals on compliance, enforcement, and marketing programs for building standards. (E)
- 15% Represents the Commission in presentations, briefings and meetings and maintains high level liaison with utilities, legislators, other state and local government agencies, and the public and industry organizations affected by the implementation of building standards. (E)
- 15% Acts as the Commission's primary contact for compliance, enforcement, and marketing, outreach, and educational programs for building standards. (E)
- 5% Performs other duties as required consistent with the specifications of this classification. (M)

SIGNATURES	
I CERTIFY THAT I AM ABLE TO PERFORM, WITH OR WITHOUT THE ASSISTANCE OF A REASONABLE ACCOMMODATION, THE ESSENTIAL JOB DUTIES OF THIS POSITION	
<hr/> / <hr/> VACANT Office Manager I	<hr/> / <hr/> VALERIE HALL Deputy Director
Date	Date